

Internship Opportunity

Position: Academic Advising/Research Intern

Position Description: The Women and Gender Studies Program seeks an academic advising/research assistant intern for the 2015-2016 academic year. This position will require 10-15 hours per week depending on the student's schedule and the program's needs. This is an unpaid internship; however, course credit in WMST is available for students if interested. The intern will report directly to the Program Coordinator and Graduate Assistant and both will act as resources for the intern.

Job Duties

- Serve as an assistant to the undergraduate advisor, program coordinator, and graduate assistant
- Advertise courses in a variety of venues across campus
- Assist undergraduate students with databases, the Mason Library website, and research topics for course papers
- Assist undergraduates in developing their academic papers into conference papers and future publications
- Occasionally staff the center during programs

Application Requirements

- Please send a resume to Graduate Assistant David Corwin at dcorwin@gmu.edu by **August 14th at 5:00pm.**
- Applicants must be seniors or graduate students.
- Undergraduates must be Women and Gender Studies minors.
- Graduate students should be students in the MAIS concentration in Women and Gender Studies, the Women and Gender Studies Certificate program, or taken at least six credits with the course code WMST.
- Applicants must have some availability during the day as well as evenings (No later than 7PM).

Interviews (phone/in-person) will begin on **August 17th**. The position will begin on **September 8, 2015**. Please contact David Corwin at dcorwin@gmu.edu with any questions.